

**QUALITY ASSURANCE AGENCY SPECIAL INSPECTION
AGREEMENT ONLINE SYSTEM
TECHNICAL INSTRUCTION**



BUILDING AND SAFETY DEPARTMENT

CITY OF LAS VEGAS

JUNE 15, 2015



Quality Assurance Agency Special Inspection Agreement (Q.A.A.) Online System

Q.A.A. Process

External

Step 1 External - Customer checking permit status and Q.A.A. item

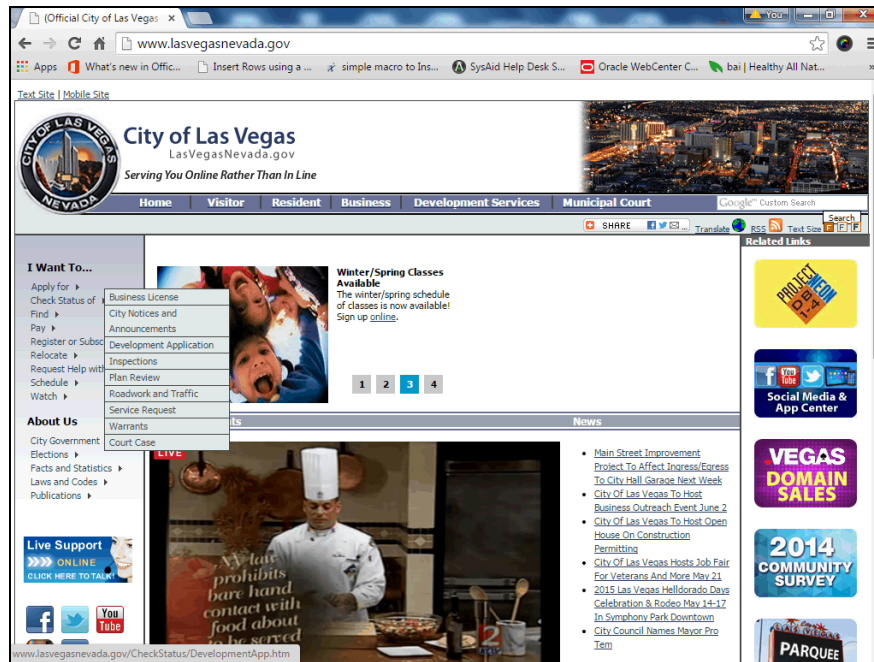
Procedure


This module will demonstrate how the customer can look up their Quality Assurance Agency Special Inspection Agreement (Q.A.A.)

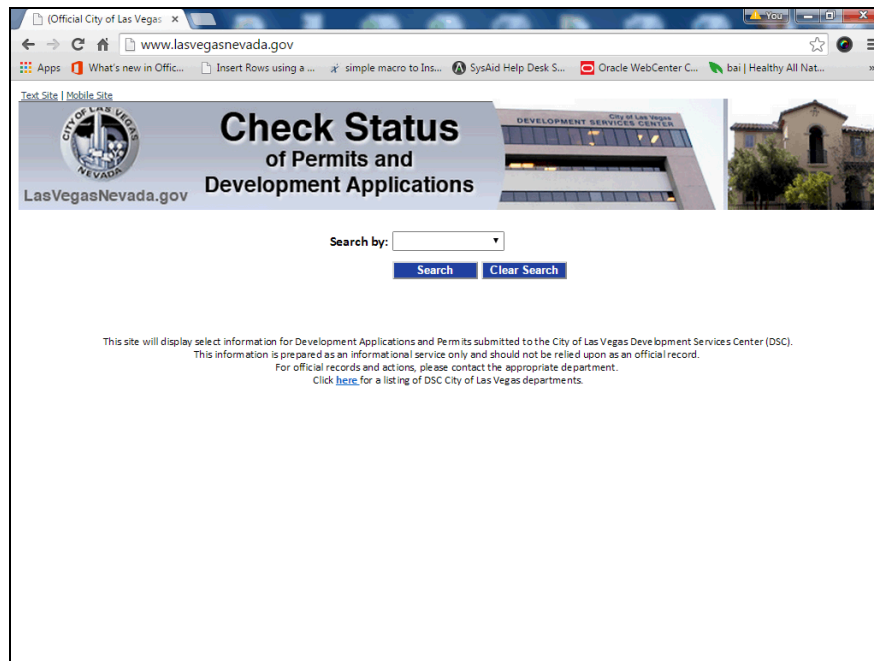
This is one of two methods.




Step	Action
1.	Click the Check Status of link. Check Status of



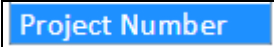
Step	Action
2.	Click the Development Application link. 



Step	Action
3.	Click the Search by dropdown button to activate the menu. 




The screenshot shows a web browser window with the URL www.lasvegasnevada.gov. The page title is "Check Status of Permits and Development Applications". Below the title, there is a search section with a "Search by:" dropdown menu. The dropdown menu is open, showing options: "Address", "Parcel", "Project Name", and "Project Number". The "Project Number" option is highlighted. Below the dropdown, there is a text input field and a "Search" button. A disclaimer at the bottom states: "This site will display select information for Development Applications and Permits submitted to the City of Las Vegas Development Services Center (DSC). This information is prepared as an informational service only and should not be relied upon as an official record. For official records and actions, please contact the appropriate department. Click [here](#) for a listing of DSC City of Las Vegas departments."

Step	Action
4.	Click the Project Number list item. 

The screenshot shows the same web page as before, but now the "Project Number" option is selected in the "Search by:" dropdown menu. Below the dropdown, there is a text input field labeled "Enter Project Number" with a placeholder "e.g. 12345". There are "Search" and "Clear Search" buttons. The disclaimer at the bottom remains the same.

Step	Action
5.	Enter the desired information into the field. Enter " 123456 ".



Step	Action
6.	Click the Search button. 

Step	Action
7.	Click the Permit: 123456 - TENANT IMPROVEMENT (TI) link. 



Search Results

Permit :123456 - TENANT IMPROVEMENT (TI) [Print Report](#) [Save](#)

[Report](#)

Key Number 507230

Current Status Pre-Issued

Application Received 08/06/2014

Project Name COSTCO

Address 801 S PAVILION CENTER DR


Unpaid Fees \$1,202.00 [Pay fees here.](#)

Scope of Work Pharmacy remodel T.I. (1,087sqft) *8/25 split for CAA-Pb *

[Applicant](#) [Review Info](#) [Inspection Status](#) [Inspection Hold\(s\)](#)

Contact	
1	COSTCO WHOLESALE CORPORATION

Disclaimer: The information displayed on this website is for informational purposes only and should not be relied upon as an official record. For additional information, contact Building & Safety at 702-229-6251

Step	Action
8.	Click the Review Info button. 

Search Results

Permit :123456 - TENANT IMPROVEMENT (TI) [Print Report](#) [Save](#)

[Report](#)

Key Number 507230

Current Status Pre-Issued

Application Received 08/06/2014

Project Name COSTCO

Address 801 S PAVILION CENTER DR

Unpaid Fees \$1,202.00 [Pay fees here.](#)

Scope of Work Pharmacy remodel T.I. (1,087sqft) *8/25 split for CAA-Pb *

[Applicant](#) [Review Info](#) [Inspection Status](#) [Inspection Hold\(s\)](#)

	Review Type	Review #	Submitted	Started	Completed	Reviewed By	Status	Comments
1	ARCHITECT	1	08/19/2014	09/02/2014	09/02/2014	ABBOTT	Failed - Resubmitted	
2	ARCHITECT	2	10/01/2014	10/09/2014	10/09/2014	ABBOTT	Failed - Resubmitted	
3	ARCHITECT	3	11/20/2014	11/26/2014	11/26/2014	ABBOTT	Approved	
4	CURRENT PL	1	08/06/2014	08/21/2014	08/21/2014	DONLEY	Cond. Approval	13735714001, P-C, Interior work within the existing pharmacy
5	ELECTRIC	1	08/19/2014	09/02/2014	09/02/2014	ABBOTT	Failed - Resubmitted	
6	ELECTRIC	2	10/01/2014	10/09/2014	10/09/2014	ABBOTT	Failed - Resubmitted	
7	ELECTRIC	3	11/20/2014	11/26/2014	11/26/2014	ABBOTT	Approved	
8	FIRE ENG	1	08/19/2014	08/26/2014	08/26/2014	KEATING	Failed - Resubmitted	Job set with consultant. Plans

Step	Action
9.	Click the Vertical scrollbar.



TECHNICAL INSTRUCTION
QUALITY ASSURANCE AGENCY SPECIAL INSPECTION AGREEMENT ONLINE SYSTEM

2	ARCHITECT	2	10/01/2014	10/09/2014	10/09/2014	ABBOTT	Failed - Resubmitted	
3	ARCHITECT	3	11/20/2014	11/26/2014	11/26/2014	ABBOTT	Approved	
4	CURRENT PL	1	08/06/2014	08/21/2014	08/21/2014	DONLEY	Cond. Approval	13735714001, P-C, Interior work within the existing pharmacy
5	ELECTRIC	1	08/19/2014	09/02/2014	09/02/2014	ABBOTT	Failed - Resubmitted	
6	ELECTRIC	2	10/01/2014	10/09/2014	10/09/2014	ABBOTT	Failed - Resubmitted	
7	ELECTRIC	3	11/20/2014	11/26/2014	11/26/2014	ABBOTT	Approved	
8	FIRE ENG	1	08/19/2014	08/26/2014	08/26/2014	KEATING	Failed - Resubmitted	Job set with consultant. Plans look ok
9	FIRE ENG	2	08/27/2014	08/28/2014	08/28/2014	KEATING	Approved	Job set with consultant. Plans look fine
10	LAND DEV	1	08/06/2014	10/02/2014	10/02/2014	BELTRAN	Approved	
11	MECH RSTMP	1	10/01/2014	10/09/2014	10/09/2014	ABBOTT	Approved	
12	MECHANICAL	1	08/19/2014	09/02/2014	09/02/2014	ABBOTT	Approved	
13	QAA READY	1	05/04/2015				Complete and Sign the QAA Agreement	
14	SI DOCS	1	08/19/2014	09/02/2014	09/02/2014	ABBOTT	Failed - Resubmitted	
15	SI DOCS	2	10/01/2014	10/09/2014	10/09/2014	ABBOTT	Failed - Resubmitted	
16	SI DOCS	3	11/20/2014	05/04/2015	05/04/2015		Approved	
17	STRUCTURAL	1	08/19/2014	09/02/2014	09/02/2014	ABBOTT	Failed - Resubmitted	

Step	Action
10.	<p>The customer will see the Q.A.A. item and can click on the item link to go to the specific agreement.</p> <p>Click on the Complete and Sign the QAA Agreement link.</p>

Online Quality Assurance Agency Agreement

Welcome to Building & Safety Department's online Quality Assurance Agency Agreement Service

New initial Quality Assurance Agreements (QAA) can now be easily created online for code year 2012. Before you click the button below, please check the status of the application ([Click Here](#)) and make sure the new initial agreement is ready to create. Please note that Google Chrome is recommended if you want to save the agreement as a PDF file and don't have a PDF writer/printer in your computer. Save time and extra trips to the permit office by following the steps below:

1. Enter the application/permit number
2. Select an approved QAA agency from the listing provided
3. Print the agreement from your home or office
4. Make sure the agreement is signed by the owner or design professionals of record
5. Send the signed agreement to QAA@lasvegasnevada.gov and pay for your permit ([Click Here to Pay Online](#))
6. For revision of QAA agreements:
 - *If there is an agency change (QAA items remain the same), please see the attached [QAA-4 Revisions to Agreements](#) for Instruction.
 - *If there is a change of scope or QAA items, please submit a [revision application](#) with all affected documents/plans to a Building Technician at DSC, 333 North Rancho Drive, Las Vegas, 89106

This service may also be used to view and access existing agreements, but revisions or changes to QAA agreements must be done by Building & Safety Department Staff. You can add multiple applications into one agreement if they share the same QAA items, owners and code years. If Item H is required, multiple applications shall also share the same Item H special inspection agencies.

To see a list of QAA items and Descriptions [Click Here](#)

To see technical instructions on using this website [Click Here](#)

[CLICK HERE TO CREATE AGREEMENT](#)

Step	Action
11.	End of Procedure.

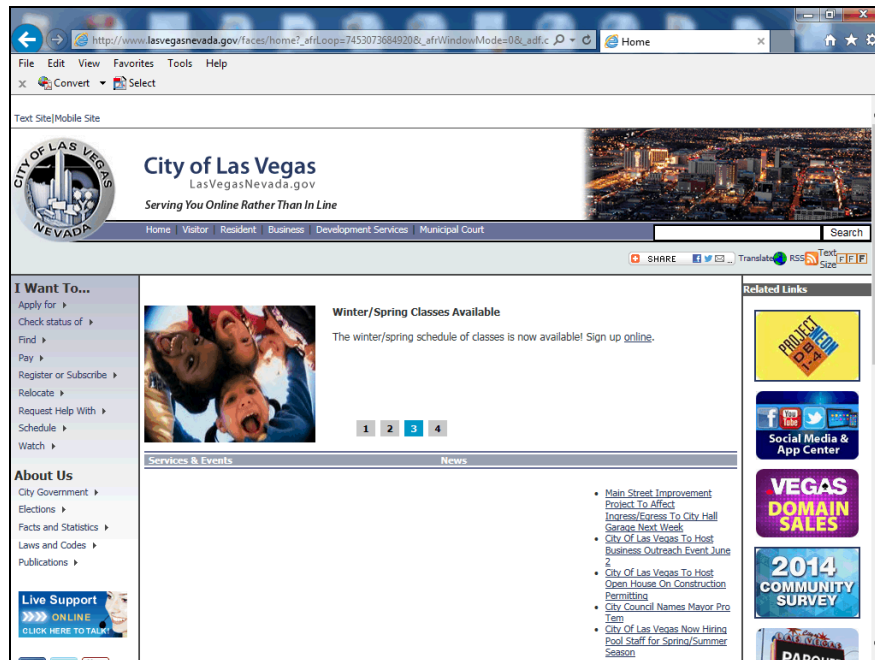


Step 2 External - Filling out the Q.A.A. form

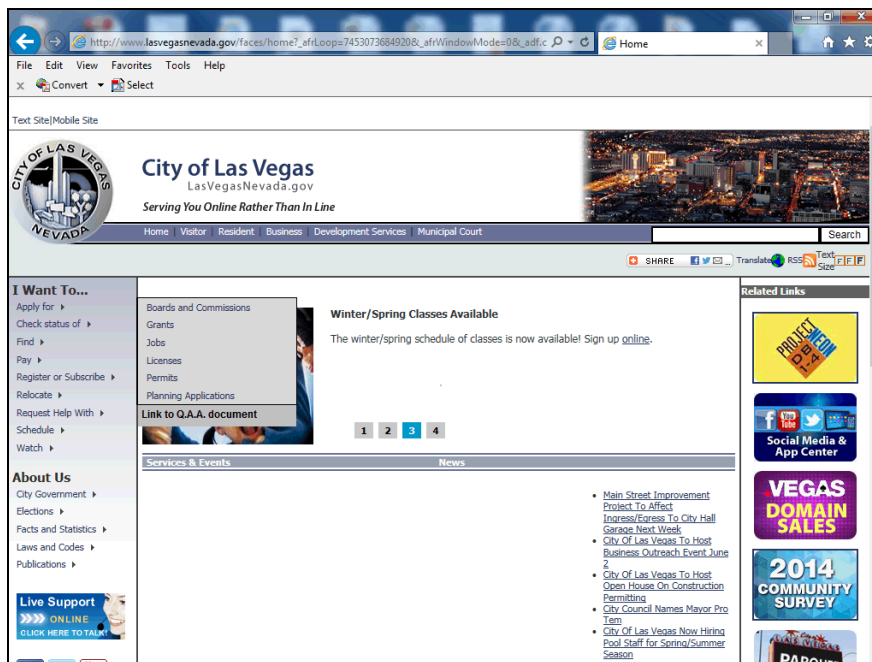
Procedure

This module will demonstrate how the customer creates the Q.A.A.

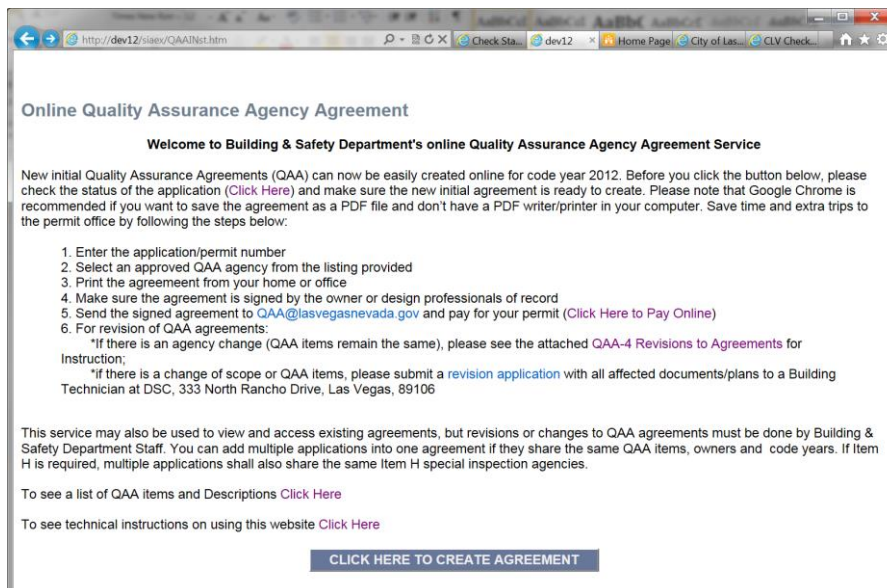
***Note: Using Google Chrome is recommended.**



Step	Action
1.	Click the City of Las Vegas: Serving You Online Rather Than In Line object. 



Step	Action
2.	<p>Example of link to the Q.A.A. page has been shown.</p> <p>Click the Link to Q.A.A. document link.</p> <p>Link to Q.A.A. document</p>



Step	Action
3.	<p>This page explains the process for creating the Q.A.A. step by step.</p>



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To see a list of QAA items and Descriptions [Click Here](#)

To see technical instructions on using this website [Click Here](#)

[CLICK HERE TO CREATE AGREEMENT](#)

Step	Action
4.	Click the Click Here To Create Agreement button. CLICK HERE TO CREATE AGREEMENT

City of Las Vegas Building: x

dev12/siaex/GenQAAAgreement.aspx

Apps | What's new in Offic... | Insert Rows using a... | simple macro to Ins... | SysAid Help Desk S... | Oracle WebCenter C... | bai | Healthy All Nat...

Building and Safety Department - QAA Online

Enter Permit Number: Submit

Project Name:

Owner:

Application Type:

Address:

QAA Items:

Code Year:

Revision Comments:

Existing Agreements for Application/Permit Number: : None

Updated: April, 2015

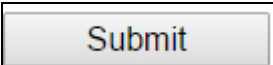
Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
5.	This A/P number would normally be the same as used to look up. For this training another A/P number was used. Enter the desired information into the Address and search bar field. Enter "123456" .



The screenshot shows a web browser window with the URL `dev12/siaex/GenQAAAgreement.aspx`. The page title is "Building and Safety Department - QAA Online". The form contains the following fields:

- Enter Permit Number:** 123456 (with a Submit button next to it)
- Project Name:**
 - Owner:
 - Application Type:
 - Address:
 - QAA Items:
 - Code Year:
 - Revision Comments:
- Existing Agreements for Application/Permit Number:** : None
- Updated:** April, 2015
- Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.**


Step	Action
6.	Click the Submit button. 

The screenshot shows the same web browser window after clicking the Submit button. The form is now populated with the following information:

- Enter Permit Number:** 123456 (with a Submit button next to it)
- Project Name:** WORLD MARKET CENTER
 - Owner: WM C V PHASE 3 L L C
 - Application Type: TI
 - Address: 455 S GRAND CENTRAL PKWY
 - QAA Items: F,E
 - Code Year: 2012
 - Revision Comments:
- Existing Agreements for Application/Permit Number:** 123456 : None
- To Create a new/revised Agreement make QAA Agency selection below:**
 - Select QAA Agency:** Select agency from list (dropdown menu)
- To see a list of QAA Items and Descriptions Click Here**
- If Multiple Application Numbers are to be included check here** ☐
- Create/Revise Agreement** (button)

Step	Action
7.	The Q.A.A. items will indicate which specialty is needed.



Step	Action
8.	Click the button to the right of the Select agency from list field. 

Step	Action
9.	Choose a specialty agency to complete one or more relevant Q.A.A. items. You may select more than one agency to complete the Q.A.A. items individually if desired.



TECHNICAL INSTRUCTION
QUALITY ASSURANCE AGENCY SPECIAL INSPECTION AGREEMENT ONLINE SYSTEM

The screenshot shows the 'Building and Safety Department - QAA Online' web application. The 'Enter Permit Number' field contains '123456'. The 'Project Name' is 'WORLD MARKET CENTER' and the 'Owner' is 'W M C V PHASE 3 L L C'. The 'Application Type' is 'TI'. A dropdown menu is open, displaying a list of agencies. 'CONSTRUCTION TESTING SERVICES LLC Approved for Item(s): F.E.' is highlighted. Other agencies listed include 1st Choice Inspections & Testing, Inc., Access Consulting Engineers, American Soils Engineering LLC, Angle Engineering, Arnes Consultants Inc., Aztech Materials Testing, Black Mountain Geotech, Cardno ATC, Centurion Consultants Inc., CMC, Desert Soils Geotechnical Inc., DuPont Engineering Inc., Fenagh Testing Services, LLC, Geotechnical & Environmental Services Inc., GeoTek Inc., Great Basin Coe, Kleinfelder Inc., and Ninyo & Moore. Below the dropdown, there is a link to 'To see a list of QAA Items and Descriptions Click Here' and a checkbox for 'If Multiple Application Numbers are to be included check here'. A 'Create/Revise Agreement' button is at the bottom.

Step	Action
10.	Click the CONSTRUCTION TESTING SERVICES LLC list item.

The screenshot shows the same web application, but the dropdown menu is now closed. The 'Select QAA Agency' field now displays 'CONSTRUCTION TESTING SERVICES LLC Approved for Item(s): F.E.'. The '2nd Agency?' checkbox is unchecked. The 'Existing Agreements for Application/Permit Number: 123456 : None' is shown. The 'To Create a new/revise Agreement make QAA Agency selection below:' section is visible. The 'Create/Revise Agreement' button is at the bottom.

Step	Action
11.	This selection completes both Q.A.A. items.



City of Las Vegas Building Department - QAA Online

Enter Permit Number: 123456 Submit

Project Name: WORLD MARKET CENTER
Owner: W M C V PHASE 3 L L C
Application Type: TI
Address: 455 S GRAND CENTRAL PKWY
QAA Items: F,E
Code Year: 2012
Revision Comments:

Existing Agreements for Application/Permit Number: 123456 : None

To Create a new/revised Agreement make QAA Agency selection below:

Select QAA Agency
CONSTRUCTION TESTING SERVICES LLC Approved for Item(s): F,E

☐ 2nd Agency?

To see a list of QAA Items and Descriptions Click Here

If Multiple Application Numbers are to be included check here ☐

Create/Revise Agreement

Step	Action
12.	The next steps will demonstrate how to select multiple agencies to complete Q.A.A. items.

City of Las Vegas Building Department - QAA Online

Enter Permit Number: 123456 Submit

Project Name: WORLD MARKET CENTER
Owner: W M C V PHASE 3 L L C
Application Type: TI
Address: 455 S GRAND CENTRAL PKWY
QAA Items: F,E
Code Year: 2012
Revision Comments:

Existing Agreements for Application/Permit Number: 123456 : None

To Create a new/revised Agreement make QAA Agency selection below:


Select QAA Agency
CONSTRUCTION TESTING SERVICES LLC Approved for Item(s): F,E

☐ 2nd Agency?

To see a list of QAA Items and Descriptions Click Here

If Multiple Application Numbers are to be included check here ☐

Create/Revise Agreement

Step	Action
13.	Click the Select QAA Agency dropdown button to activate the menu. 



City of Las Vegas Building & Safety Department - QAA Online

Enter Permit Number: 123456 Submit

Project Name: WORLD MARKET CENTER
Owner: WM C V PHASE 3 L L C

Application Type: TI

Select agency from list

- 1st Choice Inspections & Testing, Inc. Approved for Item(s): F
- Access Consulting Engineers Approved for Item(s): F,E
- American Soils Engineering LLC Approved for Item(s): F
- Angle Engineering Approved for Item(s): F
- Aries Consultants Inc. Approved for Item(s): F,E
- Aztech Materials Testing Approved for Item(s): F,E
- Black Mountain Geotech Approved for Item(s): F, Subcontractor Only: E
- Cardno ATO Approved for Item(s): F, Subcontractor Only: E
- Centurion Consultants Inc. Approved for Item(s): F,E
- CMC Approved for Item(s): F
- CONSTRUCTION TESTING SERVICES LLC Approved for Item(s): F,E
- Desert Soils Geotechnical Inc. Approved for Item(s): F
- DuPont Engineering Inc. Approved for Item(s): F, Subcontractor Only: E
- Fenagh Testing Services, LLC Approved for Item(s): F,E
- Geotechnical & Environmental Services Inc. Approved for Item(s): F
- GeoTek Inc. Approved for Item(s): F,E
- Great Basin Cse Approved for Item(s): F
- Kleinfelder Inc. Approved for Item(s): F,E
- Niryo & Moore Approved for Item(s): F,E
- CONSTRUCTION TESTING SERVICES LLC Approved for Item(s): F,E

☐ 2nd Agency?

To see a list of QAA items and Descriptions Click Here

If Multiple Application Numbers are to be included check here ☐

Create/Revise Agreement

Step	Action
14.	Click the CMC list item.

City of Las Vegas Building & Safety Department - QAA Online

Enter Permit Number: 123456 Submit

Project Name: WORLD MARKET CENTER
Owner: WM C V PHASE 3 L L C

Application Type: TI
Address: 455 S GRAND CENTRAL PKWY
QAA Items: F,E
Code Year: 2012
Revision Comments:

Existing Agreements for Application/Permit Number: 123456 : None

To Create a new/revise Agreement make QAA Agency selection below:

Select QAA Agency

CMC Approved for Item(s): F

The Agency you have selected is approved for Item(s): F only. A second agency must be selected for Item(s): E

☒ 2nd Agency? Uncheck items to be done by second agency

Select QAA Agency 2

Select 2nd Agency from list

To see a list of QAA items and Descriptions Click Here

If Multiple Application Numbers are to be included check here ☐

Create/Revise Agreement

Step	Action
15.	The purple text indicates that another agency is required to complete the QAA item.



City of Las Vegas Building & Safety Department - QAA Online

Enter Permit Number: 123456 Submit

Project Name: WORLD MARKET CENTER
Owner: W M C V PHASE 3 L L C
Application Type: TI
Address: 455 S GRAND CENTRAL PKWY
QAA Items: F,E
Code Year: 2012
Revision Comments:


Existing Agreements for Application/Permit Number: 123456 : None

To Create a new/revised Agreement make QAA Agency selection below:

Select QAA Agency
CMC Approved for Item(s): F
The Agency you have selected is approved for Item(s): F only. A second agency must be selected for Item(s): E
☒ 2nd Agency? Uncheck items to be done by second agency
Select QAA Agency 2
Select 2nd Agency from list
To see a list of QAA items and Descriptions Click Here

If Multiple Application Numbers are to be included check here ☐

Create/Revise Agreement

Step	Action
16.	Click the Select QAA Agency 2 dropdown button to activate the menu. 

City of Las Vegas Building & Safety Department - QAA Online

Enter Permit Number: 123456 Submit

Project Name: WORLD MARKET CENTER
Owner: W M C V PHASE 3 L L C
Application Type: TI
Address: 455 S GRAND CENTRAL PKWY
QAA Items: F,E
Code Year: 2012
Revision Comments:

Existing Agreements for Application/Permit Number: 123456 : None

To Create a new/revised Agreement make QAA Agency selection below:

Select QAA Agency
CMC Approved for Item(s): F
The Agency you have selected is approved for Item(s): F only. A second agency must be selected for Item(s): E
☒ 2nd Agency? Uncheck items to be done by second agency
Select QAA Agency 2
Select 2nd Agency from list
To see a list of QAA items and Descriptions Click Here

If Multiple Application Numbers are to be included check here ☐

Create/Revise Agreement

Select 2nd Agency from list
3B Engineering, LLC Approved for Item(s): Subcontractor Only: E
Access Consulting Engineers Approved for Item(s): E
Aries Consultants Inc. Approved for Item(s): E
Adtech Materials Testing Approved for Item(s): E
Black Mountain Geotech Approved for Item(s): Subcontractor Only: E
Cardno ATC Approved for Item(s): Subcontractor Only: E
Centurion Consultants Inc. Approved for Item(s): E
CONSTRUCTION TESTING SERVICES LLC Approved for Item(s): E
Converse Consultants Approved for Item(s): Subcontractor Only: E
DuPont Engineering Inc. Approved for Item(s): Subcontractor Only: E
Fenagh Testing Services, LLC Approved for Item(s): E
GeoTek Inc. Approved for Item(s): E
Kleinfelder Inc. Approved for Item(s): E
Ninyo & Moore Approved for Item(s): E
NOVA Geotechnical and Inspection Services Approved for Item(s): E
Terracon Consultants, Inc. Approved for Item(s): E
Select 2nd Agency from list

Step	Action
17.	Click the NOVA Geotechnical and Inspection Services list item.



City of Las Vegas Building & Safety Department - QAA Online

Enter Permit Number: 123456 Submit

Project Name: WORLD MARKET CENTER
Owner: W M C V PHASE 3 L L C
Application Type: TI
Address: 455 S GRAND CENTRAL PKWY
QAA Items: F,E
Code Year: 2012
Revision Comments:

Existing Agreements for Application/Permit Number: 123456 : None

To Create a new/revise Agreement make QAA Agency selection below:

Select QAA Agency
CONSTRUCTION TESTING SERVICES LLC Approved for Item(s): F
The Agency you have selected is approved for Item(s): F only. A second agency must be selected for Item(s): E
☒ 2nd Agency? Uncheck items to be done by second agency
Select QAA Agency 2
NOVA Geotechnical and Inspection Services Approved for Item(s): E
To see a list of QAA Items and Descriptions Click Here

If Multiple Application Numbers are to be included check here ☐

Create/Revise Agreement

Step	Action
18.	You can add the QAA agencies to more than one application if needed. Click the If multiple Application numbers are to be included check here option. <input type="checkbox"/>

City of Las Vegas Building & Safety Department - QAA Online

Enter Permit Number: 123456 Submit

Project Name: WORLD MARKET CENTER
Owner: W M C V PHASE 3 L L C
Application Type: TI
Address: 455 S GRAND CENTRAL PKWY
QAA Items: F,E
Code Year: 2012
Revision Comments:

Existing Agreements for Application/Permit Number: 123456 : None

To Create a new/revise Agreement make QAA Agency selection below:

Select QAA Agency
CONSTRUCTION TESTING SERVICES LLC Approved for Item(s): F
The Agency you have selected is approved for Item(s): F only. A second agency must be selected for Item(s): E
☒ 2nd Agency? Uncheck items to be done by second agency
Select QAA Agency 2
NOVA Geotechnical and Inspection Services Approved for Item(s): E
To see a list of QAA Items and Descriptions Click Here

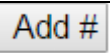
If Multiple Application Numbers are to be included check here ☒

Type in Multiple application number and click Add # for each
 Add #

Step	Action
19.	Click the Vertical scrollbar.




Step	Action
20.	Enter the desired information into the Type in Multiple application number... field. Enter " 123457 ".

Step	Action
21.	Click the Add button. 



Step	Action
22.	Click the Create/Revise Agreement button. 

Step	Action
23.	By clicking on the create revision button you will be able to see what is needed in order make revisions. Click the Create Revision button. 



City of Las Vegas Building & Safety Department - QAA Online

Enter Permit Number: 123456


Project Name: WORLD MARKET CENTER
Owner: W M C V PHASE 3 L L C
Application Type: TI
Address: 455 S GRAND CENTRAL PKWY
QAA Items: F/E
Code Year: 2012
Revision Comments:

Existing Agreements for Application/Permit Number: 123456

View Agreement	Revision Number	Revision Date	QAA Agency 1	QAA Items 1	QAA Agency 2	QAA Items 2	Multi Agency	Multi
<input type="button" value="View"/>		5/14/2015 3:05:27 PM	CONSTRUCTION TESTING SERVICES LLC	1	NVQA Geotechnical and Inspection Services	5	<input checked="" type="checkbox"/>	<input type="button" value="Multi"/>

Revisions or changes to QAA agreements cannot be performed online. Please comply with QAA-4 Revisions to Agreements. For Agency only changes email QAA@lasegasnevada.gov; for other changes, submit the revision request to the Building & Safety Department, Click Here to enter your information in the revision form and print it.


Updated: June, 2015
Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
24.	Click the View button. 

dev12/siaex/ShowAgreement.aspx - Google Chrome

dev12/siaex/ShowAgreement.aspx

Building and Safety Department - QAA Online

 **BUILDING AND SAFETY DEPARTMENT
QUALITY ASSURANCE AGENCY
SPECIAL INSPECTION AGREEMENT**

Effective June 15, 2015

The Building Official, in accordance with the Chapter 17 of 2009 (or 2012) International Building Code (IBC) has identified a requirement for onsite special inspection and/or testing services for that work which falls within the categories specifically identified in the **Section E** of this agreement and approved structural plans for -

Project Name: WORLD MARKET CENTER Work Type: REVISIONS
Owner: W M C V PHASE 3 L L C Revision Comments: NONE
Permit #: 123456 Address: 455 S GRAND CENTRAL PKWY
Multiple application permit # / address / work type:
123457 455 S GRAND CENTRAL PKWY TI

BEFORE A PERMIT CAN BE ISSUED: The Owner or Owner's agent, herewith is responsible for obtaining all special inspection and testing services from a special inspection agency approved by the Clark County Department of Building and Fire Prevention Bureau's Building Official. The owner or owner's agent shall complete two (2) copies of this agreement.

APPROVAL OF SPECIAL INSPECTORS: Each special inspection agency shall be approved by the Clark County Department of Building and Fire Prevention Bureau's

Updated: April, 2015
Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
25.	Click the Vertical scrollbar.



TECHNICAL INSTRUCTION
QUALITY ASSURANCE AGENCY SPECIAL INSPECTION AGREEMENT ONLINE SYSTEM

dev12/siaex/ShowAgreement.aspx - Google Chrome
dev12/siaex/ShowAgreement.aspx

Building and Safety Department - QAA Online

Print Agreement

Multiple application permit # / address / work type:
123457 455 S GRAND CENTRAL PKWY TI

BEFORE A PERMIT CAN BE ISSUED: The Owner or Owner's agent, herewith is responsible for obtaining all special inspection and testing services from a special inspection agency approved by the Clark County Department of Building and Fire Prevention Bureau's Building Official. The owner or owner's agent shall complete two (2) copies of this agreement.

APPROVAL OF SPECIAL INSPECTORS: Each special inspection agency shall be approved by the Clark County Department of Building and Fire Prevention Bureau's Building Official (Clark County Building Official) and pursuant to the Clark County's Technical Guidelines (TG) including, but not limited to TG-016 and TG-016A, prior to permit issuance and prior to performing any duties. Special inspectors shall display approved identification, as stipulated by the Clark County Building Official, when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of IBC Chapter 17 and, including, but not limited to Clark County's Technical Guidelines TG-016 and TG-016A.

A. Duties and Responsibilities of the Special Inspector and Special Inspection Agency:

- 1. Observe work:**
The special inspector shall observe the work for conformance with the City of Las Vegas Building Department approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC.
- 2. Report non-conforming items:**
The special inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items on the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the City of Las Vegas Building Department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.

Updated: April, 2015
Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
26.	Click the Vertical scrollbar.

dev12/siaex/ShowAgreement.aspx - Google Chrome
dev12/siaex/ShowAgreement.aspx

Building and Safety Department - QAA Online

Print Agreement

A. Duties and Responsibilities of the Special Inspector and Special Inspection Agency:

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The special inspector shall observe the work for conformance with the City of Las Vegas Building Department approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC.
- 2. Report non-conforming items:**
The special inspector shall bring non-conforming items to the immediate attention of the contractor and note all such items on the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the City of Las Vegas Building Department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.
- 3. Furnish Daily reports:**
On request, each special inspector shall complete and sign both the special inspection record and the daily report form for each day's inspections to remain at the job site with the contractor for review by the City of Las Vegas (and/or Clark County) Building Department's inspector.
- 4. Furnish weekly Reports:**
The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the City of Las Vegas Building Department, project engineer or architect, and others as designated. These reports must include the following:
 - a. Description of daily inspections and tests made with applicable locations;
 - b. Listing of all non-conforming items;
 - c. Report on how non-conforming items were resolved or unresolved as applicable; and
 - d. Itemized changes authorized by the architect, engineer and building department if not included in non-conformance item.
- 5. Furnish final report:**
The special inspector and/or special inspection agency shall submit a final signed report to the City of Las Vegas Building Department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e. missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in his report. Final report shall

Updated: April, 2015
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Step	Action
27.	Click the Vertical scrollbar.



dev12/siaex/ShowAgreement.aspx - Google Chrome
dev12/siaex/ShowAgreement.aspx

Building and Safety Department - QAA Online

Print Agreement

Original or amended, and verified by the architect, engineer, and building department, must report must include the following:

- Description of daily inspections and tests made with applicable locations;
- Listing of all non-conforming items;
- Report on how non-conforming items were resolved or unresolved as applicable; and
- Itemized changes authorized by the architect, engineer and building department if not included in non-conformance item.

5. **Furnish final report:**
The special inspector and/or special inspection agency shall submit a final signed report to the City of Las Vegas Building Department stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e. missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in his report. Final report shall be reviewed, signed and stamped by the principal of the special inspection agency who is a State of Nevada Licensed Civil or Structural Engineer.

6. The special inspection agency shall provide a complete and accurate final report based on the requirements of the City of Las Vegas SI-5 document and/or Clark County's Technical Guidelines (including, but not limited to TG-016 and TG-016A). An hourly fee shall be assessed for each final inspection report submitted as noted on the document SI-3 (G). If a substandard report is submitted to the City of Las Vegas Building Department, the report will be rejected and assessed the full review fee. The same hourly fee will be assessed for each additional review of the same report.

B. **Contractor's Responsibilities**

- Notify the special inspector:**
The contractor is responsible for notifying the special inspector and/or special inspection agency regarding individual inspections for items listed in the Section E as noted on the City of Las Vegas Building Department approved plans. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
- Provide access to approved plans:**
The contractor is responsible for providing the special inspector access to approved plans at the job site.
- Retain special inspection records:**

Updated: April, 2015
Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
28.	Click the Vertical scrollbar.

dev12/siaex/ShowAgreement.aspx - Google Chrome
dev12/siaex/ShowAgreement.aspx

Building and Safety Department - QAA Online

Print Agreement

6. The special inspection agency shall provide a complete and accurate final report based on the requirements of the City of Las Vegas SI-5 document and/or Clark County's Technical Guidelines (including, but not limited to TG-016 and TG-016A). An hourly fee shall be assessed for each final inspection report submitted as noted on the document SI-3 (G). If a substandard report is submitted to the City of Las Vegas Building Department, the report will be rejected and assessed the full review fee. The same hourly fee will be assessed for each additional review of the same report.

B. **Contractor's Responsibilities**

- Notify the special inspector:**
The contractor is responsible for notifying the special inspector and/or special inspection agency regarding individual inspections for items listed in the Section E as noted on the City of Las Vegas Building Department approved plans. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.
- Provide access to approved plans:**
The contractor is responsible for providing the special inspector access to approved plans at the job site.
- Retain special inspection records:**
The contractor is also responsible for retaining at the job site all special inspection records submitted by the special inspector, and providing these records for review of the City of Las Vegas (or Clark County) Building Department's inspector upon request.
- Wind or seismic force resisting systems, designated seismic system or wind or seismic resisting component. By signing this agreement, the contractor acknowledges contractor's responsibility and the contractor is aware of the special requirements contained in the statement of special inspection, approved structural plans and approved structural specifications per sections 1709 of the 2009 International Building Code (or sections 901.5 and 1704.4 of the 2012 International Building Code).

C. **Engineer of Record's responsibilities:**

- Specify on the project plans and specifications all items requiring special inspections, including periodic inspections in accordance with Chapter 17.
- In the structural specifications provide a statement of special inspections in accordance with 2009 IBC Section 1706 (or identify required verification and special

Updated: April, 2015
Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
29.	Click the Vertical scrollbar.



TECHNICAL INSTRUCTION
QUALITY ASSURANCE AGENCY SPECIAL INSPECTION AGREEMENT ONLINE SYSTEM

dev12/siaex/ShowAgreement.aspx - Google Chrome
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Building and Safety Department - QAA Online

Print Agreement

review of the City of Las Vegas (or Clark County) Building Department's Inspector upon request.

4. Wind or seismic force resisting systems, designated seismic system or wind or seismic resisting component. By signing this agreement, the contractor acknowledges contractor's responsibility and the contractor is aware of the special requirements contained in the statement of special inspection, approved structural plans and approved structural specifications per sections 1709 of the 2009 International Building Code (or sections 901.5 and 1704.4 of the 2012 International Building Code).

C. **Engineer of Record's responsibilities:**

1. Specify on the project plans and specifications all items requiring special inspections, including periodic inspections in accordance with Chapter 17.
2. In the structural specifications provide a statement of special inspections in accordance with 2009 IBC Section 1705 (or identify required verification and special inspections in accordance with the 2012 IBC Sections 1704.2.3 and 1705) and identify inspections as a continuous or periodic special inspections.
3. If structural observation is required per section 1710 of the 2009 IBC (or sections 1702.1 and 1704.5 of the 2012 International Building Code), the engineer of record's structural specifications shall clearly identify the frequency and extent of structural observations.
4. If structural observation is required per section 1710 of the 2009 IBC (or sections 1702.1 and 1704.5 of the 2012 International Building Code), the State of Nevada Licensed Civil or Structural Engineer shall conduct structural observations and complete the City of Las Vegas' Structural Observation Report. The final Structural Observation Report is to be wet stamped, originally signed, dated and submitted (two weeks prior to building final inspection; inspection 140) to the City of Las Vegas' area Inspection Supervisor. Additional plan review fees will apply. The review fee is one hundred seventy six dollars (\$176.00) per hour with a one hour minimum.

D. **Owner's responsibilities:**

1. Obtain and fund special inspection services by contract with a special inspection agency approved by the Clark County's Building Official.
2. Submit the signed and dated Special Inspection Agreement to the Building Official prior to permit issuance.

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Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
30.	Click the Vertical scrollbar.

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Building and Safety Department - QAA Online

Print Agreement

E. **Scope of Work:**

All work falling within the categories identified and approved structural plans shall be inspected and/or tested in accordance with the provisions of Chapter 17 of the 2012 International Building Code:

1st Primary special inspection agency: CONSTRUCTION TESTING SERVICES LLC : F
(The primary agency accepts full responsibility for work, actions and performance of the special inspection agency's sub-consultant).

F. **Sprayed fire resistant materials (per IBC Section 1705.13 and evaluation report) and/or Mastic and intumescent fire-resistant coatings (per IBC Section 1705.14 and evaluation report)**

2nd Primary special inspection agency (if any): NOVA Geotechnical and Inspection Services : E

E. **Exterior Insulation and Finish System (per IBC Section 1705.15 and evaluation report) and/or Architectural Components:**
Periodic special inspection is required during the erection and fastening of exterior cladding, interior and exterior nonbearing walls and interior and exterior veneer in structures in Seismic Design Category D, E, or F in accordance with IBC Section 1705.11.5.

Special inspections to be performed by the City of Las Vegas' Express Inspections. (To schedule call 702-229-6914):

1. Post-installed anchors (expansion anchors and/or concrete screws and/or epoxy anchors) in hardened concrete per the Evaluation Report (I.C.C. and/or I.A.P.M.O. and/or City of Las Vegas).

Updated: April, 2015
Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
31.	Click the Vertical scrollbar.



Step	Action
32.	Click the Vertical scrollbar.

Step	Action
33.	Here you will be able to see the signature line as well as the email address to send the signature complete document back to the City of Las Vegas.



TECHNICAL INSTRUCTION
QUALITY ASSURANCE AGENCY SPECIAL INSPECTION AGREEMENT ONLINE SYSTEM

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Print Agreement

F. Some of the special inspections items as noted in the Section E are to be inspected by City of Las Vegas' inspectors utilizing the Express Inspections program. Call 702-229-6914 to schedule these inspections. An inspection hold will be in place until a Final Special Inspection Report is submitted and reviewed for compliance or City of Las Vegas has completed the 155 inspection and/or 160 inspections. Special inspection fees apply at three hundred seventeen dollars (\$317.00) per dispatch scheduled inspections with two (2) hours minimum for 155 inspection and one hundred sixty dollars (\$160.00) per hour for dispatch scheduled 160 inspections with one (1) hour minimum.

G. All Final Special Inspection reports are to be submitted to the City of Las Vegas' area Inspection Supervisor at the City of Las Vegas Development Services Center, 333 N. Rancho Dr., 2nd Floor, Las Vegas, NV 89106. The review fee is one hundred seventy six dollars (\$176.00) per hour with a one hour minimum.

I have read and agree to comply with the terms and conditions of this agreement:

Date: 5/4/2015

Owner: _____

By: _____

Print Name: _____

Note: Please print this agreement and return to the City of Las Vegas with the owner's signature either by email at QAA@LasVegasNevada.gov or to our offices at the Development Services Center, 333 N. Rancho Drive, Las Vegas, Nevada. Office hours are Monday-Thursday 7:00 am - 4:30 pm.

Updated: April, 2015
Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
34.	Click the Vertical scrollbar.

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Building and Safety Department - QAA Online

Print Agreement

or F in accordance with IBC Section 1705.11.5.

2nd Primary special inspection agency (if any): NOVA Geotechnical and Inspection Services : E

E Exterior Insulation and Finish System (per IBC Section 1705.15 and evaluation report) and/or Architectural Components:
Periodic special inspection is required during the erection and fastening of exterior cladding, interior and exterior nonbearing walls and interior and exterior veneer in structures in Seismic Design Category D, E, or F in accordance with IBC Section 1705.11.5.

Special inspections to be performed by the City of Las Vegas' Express Inspections (To schedule call 702-229-6914):

1. Post-installed anchors (expansion anchors and/or concrete screws and/or epoxy anchors) in hardened concrete per the Evaluation Report (I.C.C. and/or I.A.P.M.O. and/or City of Las Vegas and manufacturer's specifications) and (if used) assemblies, materials and/or systems that are constructed per the City of Las Vegas's recognized and/or accepted evaluation report (I.C.C. and/or I.A.P.M.O. and/or City of Las Vegas and/or Clark County, Nevada and/or I.A.S.) and per manufacturer's instructions.
2. Cold formed steel light-frame construction except where fastener spacing of sheathing is more than 4 inches or where sheathing is gypsum board or fiberboard (per IBC Section 1705.10.2).
3. Structural Wood construction (per IBC Section 1705.5).
4. Cold formed steel light-frame construction except where fastener spacing of sheathing is more than 4 inches or where sheathing is gypsum board or fiberboard (per IBC Section 1705.10.2).
5. Cold formed steel light-frame construction **seismic resistance** except where fastener spacing of sheathing is more than 4 inches or where sheathing is gypsum board or fiberboard (per IBC Section 1705.11.3).

F. Some of the special inspections items as noted in the Section E are to be inspected by City of Las Vegas' inspectors utilizing the Express Inspections program. Call 702-229-6914 to schedule these inspections. An inspection hold will be in place until a Final Special Inspection Report is submitted and reviewed for compliance or City of Las Vegas has completed the 155 inspection and/or 160 inspections. Special inspection fees apply at three hundred seventeen dollars (\$317.00) per dispatch scheduled inspections with two (2) hours minimum for 155 inspection and one hundred sixty dollars (\$160.00) per hour for dispatch scheduled 160.

Updated: April, 2015
Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
35.	Click the Vertical scrollbar.



dev12/siaex/ShowAgreement.aspx - Google Chrome
dev12/siaex/ShowAgreement.aspx

Building and Safety Department - QAA Online

Print Agreement

1. Specify on the project plans and specifications all items requiring special inspections, including periodic inspections in accordance with Chapter 17.
2. In the structural specifications provide a statement of special inspections in accordance with 2009 IBC Section 1705 (or identify required verification and special inspections in accordance with the 2012 IBC Sections 1704.2.3 and 1705) and identify inspections as a continuous or periodic special inspections.
3. If structural observation is required per section 1710 of the 2009 IBC (or sections 1702.1 and 1704.5 of the 2012 International Building Code), the engineer of record's structural specifications shall clearly identify the frequency and extent of structural observations.
4. If structural observation is required per section 1710 of the 2009 IBC (or sections 1702.1 and 1704.5 of the 2012 International Building Code), the State of Nevada Licensed Civil or Structural Engineer shall conduct structural observations and complete the City of Las Vegas' Structural Observation Report. The final Structural Observation Report is to be wet stamped, originally signed, dated and submitted (two weeks prior to building final inspection, inspection 140) to the City of Las Vegas' area Inspection Supervisor. Additional plan review fees will apply. The review fee is one hundred seventy six dollars (\$176.00) per hour with a one hour minimum.

D. Owner's responsibilities:

1. Obtain and fund special inspection services by contract with a special inspection agency approved by the Clark County's Building Official.
2. Submit the signed and dated Special Inspection Agreement to the Building Official prior to permit issuance.
3. If structural observation is required per section 1710 of the 2009 IBC (or sections 1702.1 and 1704.5 of the 2012 International Building Code) obtain and fund structural observation by a State of Nevada Licensed Civil or Structural Engineer as required by Section 1710 of the 2009 IBC (or sections 1702.1 and 1704.5 of the International Building Code).
4. To provide copy of this Special Inspection Agreement to the special inspection agency (and their consultants), Contractor, Engineer of Record, all sub-Contractors, all consultants (e.g. engineers, architects, etc.).

Updated: April, 2015
Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
36.	Click the Vertical scrollbar.

dev12/siaex/ShowAgreement.aspx - Google Chrome
dev12/siaex/ShowAgreement.aspx

Building and Safety Department - QAA Online

Print Agreement

A. Duties and Responsibilities of the Special Inspector and Special Inspection Agency:

1. **Observe work:**
The special inspector shall observe the work for conformance with the City of Las Vegas Building Department approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC.
2. **Report non-conforming items:**
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3. **Furnish Daily reports:**
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4. **Furnish weekly Reports:**
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 - a. Description of daily inspections and tests made with applicable locations;
 - b. Listing of all non-conforming items;
 - c. Report on how non-conforming items were resolved or unresolved as applicable; and
 - d. Itemized changes authorized by the architect, engineer and building department if not included in non-conformance item.
5. **Furnish final report:**
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Updated: April, 2015
Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
37.	Click the Vertical scrollbar.

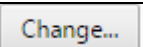


TECHNICAL INSTRUCTION QUALITY ASSURANCE AGENCY SPECIAL INSPECTION AGREEMENT ONLINE SYSTEM

The screenshot shows a web browser window displaying the 'Building and Safety Department - QAA Online' page. A prominent 'Print Agreement' button is located at the top of the content area. Below the button, the page displays the agreement details for a specific permit, including the permit number, address, and work type. The agreement text outlines the responsibilities of the owner and the special inspection agency, and includes a section for the approval of special inspectors. The page is dated April 2015 and includes a contact number for assistance.

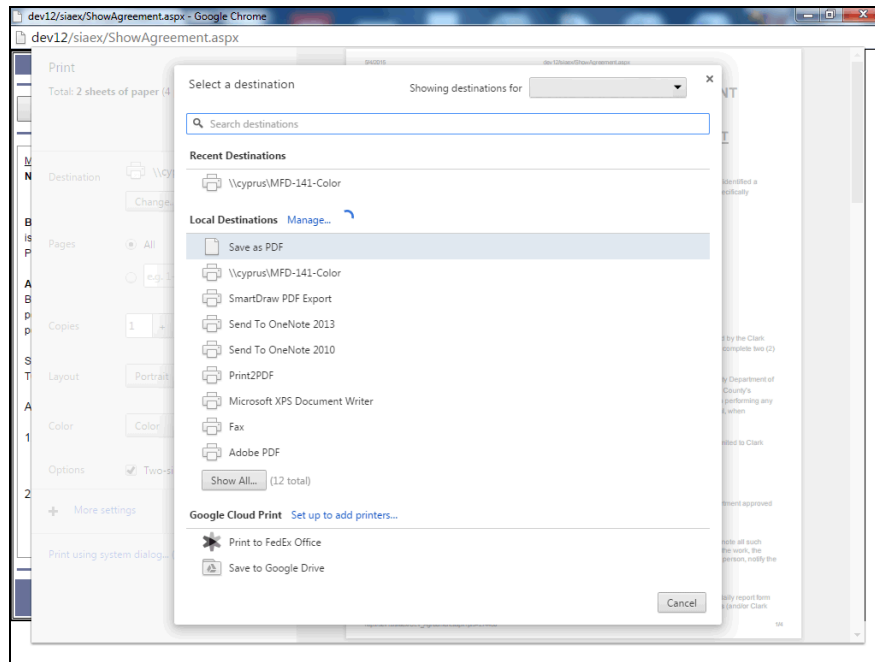
Step	Action
38.	Click the Print Agreement button.

The screenshot shows the print settings dialog box for the 'Print Agreement' button. The dialog box is titled 'Print' and contains various options for printing the document. The 'Destination' is set to 'Wypirus/MFD-141-Color'. The 'Pages' are set to 'All'. The 'Copies' are set to '1'. The 'Layout' is set to 'Portrait'. The 'Color' is set to 'Color'. The 'Options' section is checked for 'Two-sided'. The 'Print' button is highlighted. The 'Change...' button is also visible. The background of the dialog box shows the 'Print Agreement' button and the agreement text.

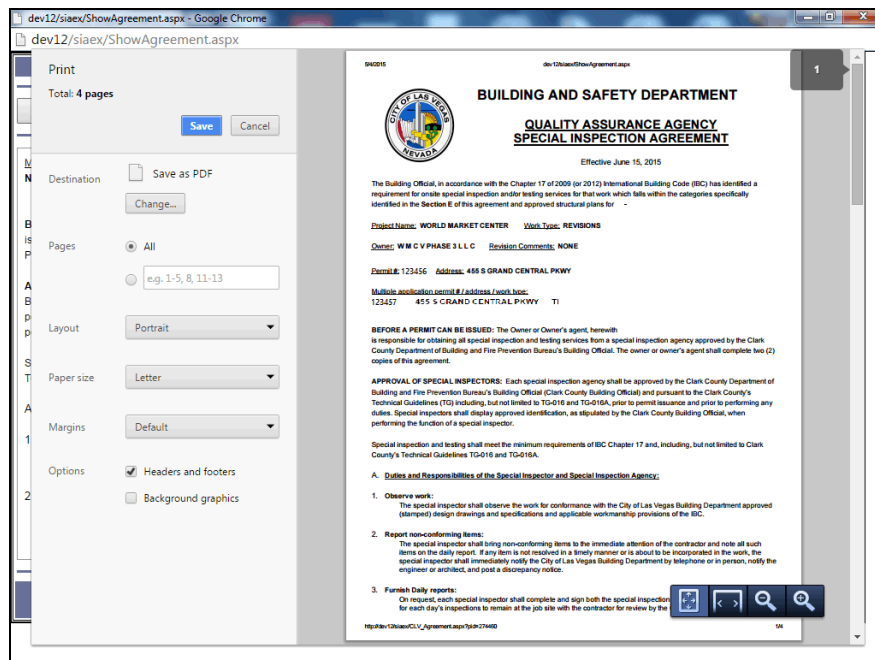
Step	Action
39.	By clicking the change button, you can adjust how the document is printed or saved. Click the Change button. 



TECHNICAL INSTRUCTION QUALITY ASSURANCE AGENCY SPECIAL INSPECTION AGREEMENT ONLINE SYSTEM



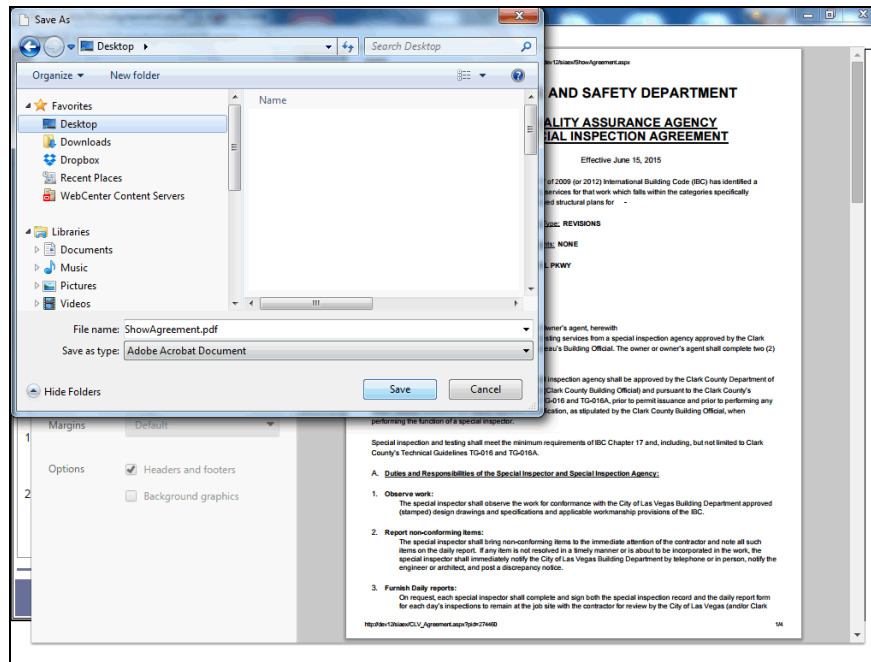
Step	Action
40.	Click the Save as PDF button.




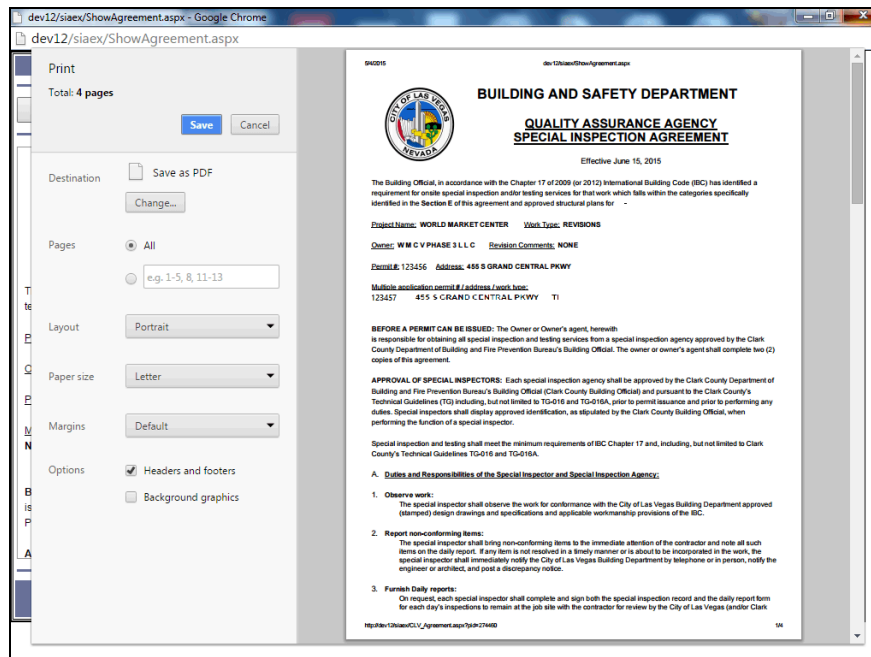
Step	Action
41.	Click the Save button.




TECHNICAL INSTRUCTION QUALITY ASSURANCE AGENCY SPECIAL INSPECTION AGREEMENT ONLINE SYSTEM



Step	Action
42.	Click the Save button. 



Step	Action
43.	Click the Close button. 



City of Las Vegas Building & Safety Department - QAA Online


Enter Permit Number: 123456

Project Name: WORLD MARKET CENTER
Owner: W M C V PHASE 3 L L C
Application Type: TI
Address: 455 S GRAND CENTRAL PKWY
QAA Items: F,E
Code Year: 2012
Revision Comments:

Existing Agreements for Application/Permit Number: 123456

View Agreement	Revision Number	Revision Date	QAA Agency 1	QAA Items 1	QAA Agency 2	QAA Items 2	Multi Apps	Multi
<input type="button" value="View"/>		5/4/2015 2:00:27 PM	CONSTRUCTION TESTING SERVICES LLC	F	NOVA Geotechnical and Inspection Services	E	<input checked="" type="checkbox"/>	multi

Updated: April, 2015
Please call 702-229-6251, if you have a question or are experiencing difficulties with this service.

Step	Action
44.	Click the Back arrow button. 

Online Quality Assurance Agency Agreement

Welcome to Building & Safety Department's online Quality Assurance Agency Agreement Service

New initial Quality Assurance Agreements (QAA) can now be easily created online for code year 2012. Before you click the button below, please check the status of the application ([Click Here](#)) and make sure the new initial agreement is ready to create. Please note that Google Chrome is recommended if you want to save the agreement as a PDF file and don't have a PDF writer/printer in your computer. Save time and extra trips to the permit office by following the steps below:

1. Enter the application/permit number
2. Select an approved QAA agency from the listing provided
3. Print the agreement from your home or office
4. Make sure the agreement is signed by the owner or design professionals of record
5. Send the signed agreement to QAA@lasvegasnevada.gov and pay for your permit ([Click Here to Pay Online](#))
6. For revision of QAA agreements:
 - *if there is an agency change (QAA items remain the same), please see the attached QAA-4 Revisions to Agreements for Instruction;
 - *if there is a change of scope or QAA items, please submit a [revision application](#) with all affected documents/plans to a Building Technician at DSC, 333 North Rancho Drive, Las Vegas, 89106

This service may also be used to view and access existing agreements, but revisions or changes to QAA agreements must be done by Building & Safety Department Staff. You can add multiple applications into one agreement if they share the same QAA items, owners and code years. If Item H is required, multiple applications shall also share the same Item H special inspection agencies.

To see a list of QAA items and Descriptions [Click Here](#)

To see technical instructions on using this website [Click Here](#)

Step	Action
45.	Make note that the agreement will need to be signed and forwarded to QAA@lasvegasnevada.gov Also make note that any revisions please comply with QAA-4 Revisions to Agreements



Online Quality Assurance Agency Agreement

Welcome to Building & Safety Department's online Quality Assurance Agency Agreement Service

New initial Quality Assurance Agreements (QAA) can now be easily created online for code year 2012. Before you click the button below, please check the status of the application ([Click Here](#)) and make sure the new initial agreement is ready to create. Please note that Google Chrome is recommended if you want to save the agreement as a PDF file and don't have a PDF writer/printer in your computer. Save time and extra trips to the permit office by following the steps below:

1. Enter the application/permit number
2. Select an approved QAA agency from the listing provided
3. Print the agreement from your home or office
4. Make sure the agreement is signed by the owner or design professionals of record
5. Send the signed agreement to QAA@lasvegasnevada.gov and pay for your permit ([Click Here to Pay Online](#))
6. For revision of QAA agreements:
 - *If there is an agency change (QAA items remain the same), please see the attached [QAA-4 Revisions to Agreements](#) for Instruction;
 - *If there is a change of scope or QAA items, please submit a [revision application](#) with all affected documents/plans to a Building Technician at DSC, 333 North Rancho Drive, Las Vegas, 89106

This service may also be used to view and access existing agreements, but revisions or changes to QAA agreements must be done by Building & Safety Department Staff. You can add multiple applications into one agreement if they share the same QAA items, owners and code years. If Item H is required, multiple applications shall also share the same Item H special inspection agencies.

To see a list of QAA items and Descriptions [Click Here](#)

To see technical instructions on using this website [Click Here](#)

[CLICK HERE TO CREATE AGREEMENT](#)

Step	Action
46.	End of Procedure.